

**Subject:** Fwd: Updated DRAFT Letter RE: Highland Park Street Scape Project  
**From:** Conrado Terrazas <conrado.terrazas@lacity.org>  
**Date:** 07/26/2017 12:00 PM  
**To:** Misty Iwatsu <mistyli@aol.com>

Hi Misty,

Has this all been taken care of?

Regards,

If this is a constituent request, please contact Ricardo Flores at  
[ricardo.x.flores@lacity.org](mailto:ricardo.x.flores@lacity.org) or at 323-550-1538.

Conrado Terrazas  
District Director  
Office of Councilmember Gilbert Cedillo, District 1  
Office 323-550-1538

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----- Forwarded message -----  
**From:** Austin Kano <[austin.kano@lacity.org](mailto:austin.kano@lacity.org)>  
**Date:** Mon, Jul 10, 2017 at 10:17 AM  
**Subject:** Fwd: Updated DRAFT Letter RE: Highland Park Street Scape Project  
**To:** Conrado Terrazas <[conrado.terrazas@lacity.org](mailto:conrado.terrazas@lacity.org)>  
**Cc:** Sunil Rajpal <[sunil.rajpal@lacity.org](mailto:sunil.rajpal@lacity.org)>, Carlos Rios <[carlos.rios@lacity.org](mailto:carlos.rios@lacity.org)>

Hi Conrado,

Please see email below. Per my Accounting, the check can be made to LADOT

Thanks!

----- Forwarded message -----  
**From:** Mei Shum <[mei.shum@lacity.org](mailto:mei.shum@lacity.org)>  
**Date:** Thursday, July 6, 2017  
**Subject:** Re: Updated DRAFT Letter RE: Highland Park Street Scape Project  
**To:** Austin Kano <[Austin.Kano@lacity.org](mailto:Austin.Kano@lacity.org)>  
**Cc:** Carlos Rios <[carlos.rios@lacity.org](mailto:carlos.rios@lacity.org)>, Sunil Rajpal <[sunil.rajpal@lacity.org](mailto:sunil.rajpal@lacity.org)>, May Ly <[may.ly@lacity.org](mailto:may.ly@lacity.org)>, Jonathan Lintag <[jonathan.lintag@lacity.org](mailto:jonathan.lintag@lacity.org)>, Sue

Chen <[Sue.Chen@lacity.org](mailto:Sue.Chen@lacity.org)>

Hi Austin,

For the amount \$6,000.00 contributed by North Fig, please have them issue the check and payable to:

City of Los Angeles  
Dept of Transportation  
100 S Main St., 10/F Floor  
Los Angeles, CA 90012

Since it is for fund 840, I also cc Jonathan and please coordinate with him for this deposit.

Thanks,  
Mei

----- Forwarded message -----

From: **Austin Kano** <[austin.kano@lacity.org](mailto:austin.kano@lacity.org)>  
Date: Mon, Jul 3, 2017 at 9:27 AM  
Subject: Fwd: Updated DRAFT Letter RE: Highland Park Street Scape Project  
To: Mei Shum <[mei.shum@lacity.org](mailto:mei.shum@lacity.org)>  
Cc: Carlos Rios <[carlos.rios@lacity.org](mailto:carlos.rios@lacity.org)>, Sunil Rajpal <[sunil.rajpal@lacity.org](mailto:sunil.rajpal@lacity.org)>

Hi Mei,

I just found out that the Council Office passed a motion to authorize the City to accept the \$6,000 from the North Figueroa Association. Please see the two attachments. So ultimately, we have two motions; \$6,000 given to this project from the Council Office, and \$6,000 given to this project from the North Figueroa Association. I'm not sure if the question is moot, but can you still ask Sue who the check (from the North Figueroa Association) should be made out to so I can respond to the Council Office?

I will be issuing a change order to pay my contractor the \$12,000 for this extra work. Since a motion has already been passed, does anything else need to be done for me to pay the contractor?

Thanks!

**Austin Kano, P.E.**

Transportation Engineer Associate III  
Complete Streets Implementation Division

Los Angeles Department of Transportation  
[213.972.4978](tel:213.972.4978)

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----- Forwarded message -----

**From:** **Conrado Terrazas** <conrado.terrazas@lacity.org>  
**Date:** Mon, Jun 19, 2017 at 11:52 AM  
**Subject:** Re: Updated DRAFT Letter RE: Highland Park Street Scape Project  
**To:** Arturo <arturo@lani.org>, Misty Iwatsu <mistyli@aol.com>, Carlos Rios <carlos.rios@lacity.org>, Austin Kano <austin.kano@lacity.org>  
**Cc:** Rebecca <rebecca@lani.org>

Misty, Arturo and Rebecca,

We will need the BID's approval of \$6,000 to the City of Los Angeles.

Austin and Carlos,

To whom does the North Figueroa Association make their \$6,000 check payable to? The City of Los Angeles? What should they note in the memo? Please respond to everyone on this email string.

Attached is the motion.

Regards,

If this is a constituent request, please contact Ricardo Flores at  
ricardo.x.flores@lacity.org or at [323-550-1538](tel:323-550-1538).

Conrado Terrazas

District Director  
Office of Councilmember Gilbert Cedillo, District 1  
Office [323-550-1538](tel:323-550-1538)

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On Mon, Jun 19, 2017 at 11:19 AM, Conrado Terrazas  
<conrado.terrazas@lacity.org> wrote:

Arturo, Rebecca and Misty,

The motion was introduced on Friday in Council. I will let you know to whom you should make the check payable.

Regards,

If this is a constituent request, please contact Ricardo Flores at  
ricardo.x.flores@lacity.org or at [323-550-1538](tel:323-550-1538).

Conrado Terrazas  
District Director  
Office of Councilmember Gilbert Cedillo, District 1  
Office [323-550-1538](tel:323-550-1538)

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On Mon, Jun 19, 2017 at 11:16 AM, Arturo <arturo@lani.org> wrote:

Hello Conrado,

I will be attending the North Figueroa Association Meeting tomorrow morning.

This will be the last meeting before they break and return in September.

Do you happen to have an update regarding what is needed from us to write and introduce the motion? I also have a status-update meeting next week with LADOT and the project team.

Thanks

Arturo Nevarez

Program Manager  
Los Angeles Neighborhood Initiative  
800 Figueroa St., Suite 970  
Los Angeles, CA 90017  
Phone:  [\(213\) 627-1822 ext. 17](tel:(213)627-1822)  
Fax:  [\(213\) 627-1821](tel:(213)627-1821)  
[arturo@lani.org](mailto:arturo@lani.org)

[www.lani.org](http://www.lani.org)

**From:** Conrado Terrazas [mailto:[conrado.terrazas@lacity.org](mailto:conrado.terrazas@lacity.org)]  
**Sent:** Wednesday, June 07, 2017 3:22 PM  
**To:** Arturo  
**Cc:** Rebecca  
**Subject:** Re: Updated DRAFT Letter RE: Highland Park Street Scape Project

Hi Arturo,

I asked our City Hall staff to let me know what we will need from you to write and then introduce the motion. I will keep you informed.

Regards,

Conrado Terrazas  
District Director  
Office of Councilmember Gilbert Cedillo, District 1  
Office [323-550-1538](tel:(323)550-1538)

On Wed, May 31, 2017 at 12:49 PM, Arturo Nevarez <[arturo@lani.org](mailto:arturo@lani.org)> wrote:

Hello Conrado,

Just following to the possible option of accepting an account number from the NFA instead of a check.

Please let me know if you have any information and I will gladly follow up with Misty.

Thank You,

Arturo Nevarez

Program Manager  
Los Angeles Neighborhood Initiative  
800 Figueroa St., Suite 970  
Los Angeles, CA 90017  
Phone:  [\(213\) 627-1822 ext. 17](tel:(213)627-1822)  
Fax:  [\(213\) 627-1821](tel:(213)627-1821)  
[arturo@lani.org](mailto:arturo@lani.org)

[www.lani.org](http://www.lani.org)

**From:** Conrado Terrazas [mailto:[conrado.terrazas@lacity.org](mailto:conrado.terrazas@lacity.org)]  
**Sent:** Saturday, May 27, 2017 10:11 AM  
**To:** Arturo Nevarez  
**Cc:** Rebecca Draper  
**Subject:** RE: Updated DRAFT Letter RE: Highland Park Street Scape Project

I am checking. We may need the account number instead of check. Please follow-up with me on Wednesday.

Thanks.

On May 24, 2017 9:33 AM, "Arturo Nevarez" <arturo@lani.org> wrote:

Good Morning Conrado,

Quick question regarding the checks.

Would it be appropriate for the Council Office to accept a check coming from the North Figueroa Association in the amount of \$6000? Misty is working on getting the committed funds at this time and inquired if this would be a possible option in order to move the process forward.

Please let me know.

Thank You,

Arturo Nevarez

Program Manager

Los Angeles Neighborhood Initiative  
800 Figueroa St., Suite 970  
Los Angeles, CA 90017  
Phone:  [\(213\) 627-1822 ext. 17](tel:(213)627-1822)  
Fax:  [\(213\) 627-1821](tel:(213)627-1821)  
[arturo@lani.org](mailto:arturo@lani.org)

[www.lani.org](http://www.lani.org)

**From:** Conrado Terrazas [mailto:[conrado.terrazas@lacity.org](mailto:conrado.terrazas@lacity.org)]  
**Sent:** Tuesday, May 23, 2017 7:37 PM

**To:** Arturo Nevarez  
**Cc:** Rebecca Draper

**Subject:** RE: Updated DRAFT Letter RE: Highland Park Street Scape Project

Arturo thank you for the update once you have all the checks ready I will then need to have the motion drafted I will ask or City Hall office if we need you someone check or if we need to transfer from one account to another. It's also great that you got great response from all the business owners thank you

On May 23, 2017 4:46 PM, "Arturo Nevarez" <arturo@lani.org> wrote:

Hi Conrado,

Brief update:

I walked the corridor today and distributed the approved letters to property owners and some residents regarding the status to the streetscape improvement project. I focused in the areas immediately impacted with construction, but also walked into some business' not so near the cut-outs.

Owners are pretty excited of the work to come and they send their regards to the Councilman.

Also, Misty received commitment for the \$6000.00 to help pay for the 15<sup>th</sup> Tile. Once she receives the checks from the different organizations who committed support, how can I help with the process in passing the motion?

I would like to provide any assistance as possible during this process.

Thanks,

Arturo Nevarez

Program Manager  
Los Angeles Neighborhood Initiative  
800 Figueroa St., Suite 970  
Los Angeles, CA 90017  
Phone: [\(213\) 627-1822 ext. 17](tel:(213)627-1822ext.17)  
Fax: [\(213\) 627-1821](tel:(213)627-1821)  
arturo@lani.org

[www.lani.org](http://www.lani.org)

**From:** Conrado Terrazas [mailto:[conrado.terrazas@lacity.org](mailto:conrado.terrazas@lacity.org)]  
**Sent:** Wednesday, May 10, 2017 2:43 PM  
**To:** Arturo Nevarez  
**Cc:** Rebecca Draper  
**Subject:** Re: Updated DRAFT Letter RE: Highland Park Street Scape Project

Arturo,

Here are the letters with my revisions. Please feel free to change the date.

Regards,

Conrado Terrazas  
District Director  
Office of Councilmember Gilbert Cedillo, District 1  
Office [323-550-1538](tel:323-550-1538)

On Thu, Apr 20, 2017 at 4:36 PM, Arturo Nevarez <[arturo@lani.org](mailto:arturo@lani.org)> wrote:

Hi Conrado,

I have attached two revised letters, in English and Spanish. I removed my name from the signature and added to the body of the letter. I included your name in the signature of the letter, being that it's on CD1 Letter head.

If you recommend any changes, please let me know.

Thanks

Arturo Nevarez

Program Manager  
Los Angeles Neighborhood Initiative  
800 Figueroa St., Suite 970  
Los Angeles, CA 90017  
Phone: [\(213\) 627-1822 ext. 17](tel:(213)627-1822)  
Fax: [\(213\) 627-1821](tel:(213)627-1821)  
[arturo@lani.org](mailto:arturo@lani.org)

[www.lani.org](http://www.lani.org)

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**From:** Arturo Nevarez

**Sent:** Tuesday, April 18, 2017 5:17 PM  
**To:** Conrado Terrazas; mistyli@aol.com  
**Cc:** Rebecca Draper  
**Subject:** DRAFT Letter RE: Avenue Tile Cut Outs on 4/20

Good Afternoon Conrado and Misty:

I have created a draft letter regarding the scheduled Avenue Cut Outs taking place on April 20<sup>th</sup> from 8:00 AM – 4:00 PM.

It provides a current update to the Highland Park Project, along with information about the planned Avenue Cut Outs.

If possible, can you review the letter for approval?

Once the letter is approved, I am happy to drop off the letter to impacted businesses along the corridor.

Please let me know if you have any questions.

Thank You,

Arturo Nevarez

Program Manager

|

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**Mei Shum**

Senior Accountant II  
Bureau of Accounting

Los Angeles Department of Transportation

[213. 972. 5092](#)

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**Mei Shum**

Senior Accountant II  
Bureau of Accounting

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**Austin Kano, P.E.**

Transportation Engineer Associate III  
Complete Streets Implementation Division

Los Angeles Department of Transportation  
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—Attachments:—————

Tile Project CM Cedillo Motion Introduced 6-16-17 3.pdf	39.2 KB
17-0439_mot_04-19-2017.pdf	665 KB